Appendix 3:   Annual Report Form for Permittees

The purpose of the annual report is to determine compliance with this permit. Additional goals of the Annual Report are to 1) Document implementation of the Stormwater Management Program; 2) Evaluate program results for continuous improvement; 3) Determine audit candidates from the poll of permittees; and 4) Share information with other permittees, municipal decision makers, and the public.

There are three sections to these instructions:

Part I provides detailed instructions for permittees filling out their annual report forms.

Part II provides detailed instructions for cities, towns and counties filling out the expenditure form. Submitting an expenditure form is optional for Secondary Permittees.

Part III provides instructions for completing the cover page, signatory authority, the number of copies to be made and where to send the report.

Instructions

Part I. Annual Report Forms

1. Permittees are required to use to the report forms provided to summarize and track permit requirements.

Cities, towns and counties use Form 1.

Secondary Permittees use Form 2. A "Secondary Permittee" is an operator of regulated small MS4 that is not a city, town or county.

Use the same form for each reporting year.

2. Fill in the year of the reporting period. The first annual report will cover the period from the effective date through the end of calendar year 2007. Each subsequent report will cover the calendar year.

3. Columns 1, 2 and 3 Ecology has listed and summarized requirements directly from the Permit. Refer to the required condition in the Permit and Fact Sheet for additional clarification of the requirement.   (A program component (or component) is a section of the SWMP as listed in the permit.)

4. Columns 4 and 5 Ecology listed deadlines stated in the Permit and the first annual report due date when completion is reported. For secondary permittees the deadlines may be relative to their individual date of coverage. The dates given are based on the permit issuance date.

5. Column 6 Ecology indicated whether on-going reporting is required on the permit condition.

If **yes**, then on-going status reports on implementation of this item are required every
 year, until the permit is reissued.
If **no**, then status reports on implementation are required until the completion deadline,
 and no further reports on that item are required after the deadline.

6. Column 7 "Status" provides a place for you to indicate the status of the permit condition. Check the appropriate answer for every permit condition. **Do not leave any sections blank**.
"C" – Complete
"NC" – Not complete as of the deadline in the permit
"NA" – Specific condition does not apply to you as a permittee, for example a few
 conditions list different deadlines for cities and counties.
 OR – completion/implementation is not yet required, for example, an item with a
 deadline 4 years after the effective date should be marked NA in the first annual
 report. (A report on status of implementation is required, however.)
"I" – The permit requirement is being implemented.
"NI" – Not being implemented as of the deadline in the permit

7. Column 8 "Status Report Attached" provides a place for you to check off whether or not you have attached any required submittal information. The purpose of this column is to maintain a data base recording all annual report submittals to Ecology. A status report summarizing the status of implementation of each permit condition is required up until the completion deadline. After the completion deadline, only conditions that require on-going report must have a status report.

Status report content

- Indicate the specific condition or conditions that are the subject of the report.
- For actions in progress towards completion, report on activities performed during the reporting period.
- For actions completed, provide the names of maps, documents, ordinances, administrative offices, training courses, or other activities or products that form the basis for compliance. Briefly explain how the action/process/product meets the permit requirement. Provide contact information for responsible staff, and information on how to acquire available documents, such as webpage addresses.
- If permit deadlines are not met, report the reasons why the requirement was not met and how the requirement will be met in the future, including projected implementation dates.

8. Column 9 "Content of Status Report Summary" summarizes what is expected in the status report. Refer to the required condition in the Permit and Fact Sheet for additional clarification of the requirement.

Part II. Expenditure Report Form 1.2

The expenditure report tracks program expenditures for cites towns and counties. Use of this form is optional for Secondary Permittees.

Cost data are needed to make determinations of practicability, compare effectiveness of programs and gauge budget and assistance needs.

Include indirect program administrative costs in the expenditure tracking for FTEs and other directs costs. Please provide assumptions and data limitations as necessary.

General instructions for cost reporting

- Track costs and benefits for labor of stormwater staff for each program component on a reasonable basis. (A program component (or component) is a section of the SWMP as listed in the permit.)

- Include direct costs (e.g. phone, field and office supplies, etc.) and depreciation costs (e.g. vehicles and equipment) for each component.

- Allocate overhead costs for the entire stormwater program to each cost category. Overhead allocation is often estimated as a straight percentage of labor cost and includes building fees, payroll, human resources, legal, administration, and other costs that provide ancillary support for stormwater activities.

- Include applicable costs from all departments that are responsible for actions required under the permit.

- If you are relying on another entity to meet certain permit requirements, include the costs from that entity as well.

- Do not include stormwater conveyance costs, only include permit compliance costs.

- Do not double count costs. If compliance actions are combined so that it is not possible to split out one from another, only count the costs once and provide an explanation. For example, if training for O&M is combined with training for IDDE, count the cost once under either IDDE or O&M and provide an explanation.

- Provide information about assumptions and data limitations as necessary.

Instructions for cost reporting for specific program components

Mapping and Documentation

The cost of developing required maps, both field surveys and producing maps, should be reported.

Controlling Runoff from New Development and Redevelopment
Cost of stormwater inspections at construction sites, the number of inspections performed, and the number of active construction sites should be tracked. Only inspections should be tracked when stormwater issues are being addressed by a part of the inspection. It is suspected that some building inspectors still count inspections toward stormwater for latter phases of projects, such as interior building work, that has little impact on stormwater. This should be avoided.

Cost of training provided to inspectors and contractors should be tracked, including the cost for the participating inspectors to attend the training. The number of person-hours trained should be tracked for stormwater staff inspectors because the city must pay for each city staff member attending training. For contractor training, the number of training hours provided (regardless of group size) should be reported because the cities do not pay for the contractors to attend as they do for city staff.

Structural Control Program
The cost of planning, design and construction of structural controls should be reported.

Source Control
For the source control program, the cost of inspections should be tracked as well as the number of industrial and commercial facilities. Also, the cost of training provided to inspectors should be tracked, including the cost for the participating inspectors to attend the training. The number of person-hours trained should be tracked for stormwater staff inspectors.

Illicit Discharge Detection and Elimination
For the IDDE program, the cost of inspections for illicit connections and discharges to the stormwater drainage system and the number of inspections should be tracked. Like construction, it is difficult to account for stormwater costs because many activities performed by inspectors serve other purposes, such as inspection of the sanitary sewer system. The cost of responding to illicit discharges, both illicit connections and spills, should be included.

Cost of training provided to inspectors should be tracked, including the cost for the participating inspectors to attend the training. The number of person-hours trained should be tracked for stormwater staff inspectors in order to effectively allocate overhead cost.

Operation and Maintenance
For this program, the cost for inspecting and cleaning stormwater treatment and flow control BMPS owned or operated by the permittee along with their associated activity statistics (e.g. lbs. of debris removed) should be tracked. Also, the cost for drain line and channel cleaning, pump station cleaning, and similar activities should be tracked.

The cost of inspections of stormwater treatment and flow control BMPs regulated by the permittee and the number of inspections should be tracked.

This program also includes permittees costs for source control activities relating to pet waste collection, automobile maintenance, vehicle washing, illegal dumping control, landscaping and lawn care, pest control, parking lot and street cleaning, roadway and bridge maintenance, storm drain system cleaning, and alternative discharge options for chlorinated water.

Costs for materials management would include alternative products, hazardous materials storage, road salt application and storage, used oil recycling, and materials management.

Education and Outreach
The cost of developing and disseminating public education and outreach materials should be tracked, including staff time, contracts, printing, television, radio or other advertising costs.

Overall Stormwater Program Management
The costs in this category are for stormwater staff costs that could not be allocated to the other cost categories. It includes costs associated with development and oversight of the entire stormwater program. Also, costs for management plans, NPDES fees, reporting, mail, legal support, travel, conferences, printing, producing manuals and handbooks, and other non-labor costs are included that could not be allocated. Normalization for this category is not practical because of the wide variety of activities, and because very few of these activities can be numerically quantified.

Part II. Cover page and copies

Upon completion of your report, submit two hard copies, with completed and signed cover pages (provided below) and an electronic copy, in PDF format if available, to Ecology. Attachments should be included where necessary to provide sufficient information on program implementation.

Please refer to General Condition G19, "Certification and Signature" in the Western Washington Phase II Municipal Stormwater Permit for information on acceptable signatory authority and General Condition 20 to report non-compliance.

Cover Page for Municipal Stormwater Permit Annual Report

<u>Send to:</u>

Municipal Unit, Western WA Stormwater Permit
Water Quality Program
Washington State Department of Ecology
PO Box 47600
Olympia, WA 98504-7600

Permittee Name:_____
Western WA Phase II Municipal Stormwater Permit Coverage #_____
Reporting Year:_____

Permittee contact person: _____
Title:
Address:

Phone:
E-mail:

Permittee responsible official: _____
Title:
Address:

Phone:
E-mail:

Are you relying on another governmental entity to satisfy some of your permit obligations? (As defined at 40 CFR 122.34(g)(3)(v)). If so, please provide the name and address of the agency, and attach a statement in accordance with S3.B:

                    _____
                    _____
                    _____

"I certify under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for willful violations."

              _____
              Signature of Responsible Official   Date

Form 1: Annual Report Form for Western WA Phase II Cities, Towns and Counties

Reporting Period:_____

Condition Permit Reference	Program Component	Requirement	Deadline for completion (years)	Compliance Reporting Date	On-going reporting required?	Status	Status Report Attached	Content of Status Report Summary
S5.A.2 & S9	Stormwater Management Program (SWMP)	Annual written update of SWMP implementation (see column 9)	1	3/31/2008	yes	C_____ NC_____	yes_____ no _____	Written documentation of SWMP as per S9
S5.A.3.a	SWMP	Tracking report of costs	1	3/31/2008	yes	C_____ NC_____	yes_____ no _____	Complete Form 1.2 : SWMP Cost Tracking
S5.C.1.a	Education and Outreach	Implement or participate in education and outreach program to min. of 2 audiences	2	3/31/2008	yes	C_____ NC_____	yes_____ no _____	Summary of types of public education activities
S5.C.1.a	Education and Outreach	Increase regular adoption of behaviors in targeted audiences	4	3/31/2010	yes	C_____ NC_____	yes_____ no _____	Summary of types of public education activities
S5.C.2.a	Public Involvement	Create opportunities for public involvement	1	3/31/2008	yes	C_____ NC_____	yes_____ no _____	Summary of types of public involvement activities
S.5.C.2.b	Public Involvement	Make SWMP and submittals available to public	1	3/31/2008	yes	I _____ NI_____ NA_____	yes_____ no _____	Confirm Annual Report and SWMP posted on website
S5.C.3	IDD&E	On-going IDD&E program	3	3/31/2008	yes	C_____ NC_____	yes_____ no _____	Status report of implementation of IDD&E program
S5.C.3.a	IDD&E	Map of MS4	4	3/31/2011	no	C_____ NC_____ NA_____	yes_____ no _____	Only if requested
S5.C.3.a.ii	IDD&E	Develop program to develop and maintain map	4	3/31/2008	yes	I _____ NI_____ NA_____	yes_____ no _____	Status report of mapping program

Form 1: Annual Report Form for Western WA Phase II Cities, Towns and Counties

Reporting Period:_____

Condition Permit Reference	Program Component	Requirement	Deadline for completion (years)	Compliance Reporting Date	On-going reporting required?	Status	Status Report Attached	Content of Status Report Summary
S5.C.3.a.vi	IDD&E	Provide maps to co-permittees/secondary permittees	4	3/31/2011	no	I _____ NI_____ NA_____	yes_____ no _____	Only if requested
S.5.C.3.b	IDD&E	Develop and implement ordinances or other mechanism	2	3/31/008	yes	C_____ NC_____	yes_____ no _____	Only submit report status until mechanism adoption is reported
S.5.C.3.c	IDD&E	Develop and implement and on-going IDD&E program	5	3/31/2008	yes	C_____ NC_____	yes_____ no _____	Status report of IDD&E program
S5.C.3.c.ii	IDD&E	Prioritize receiving waters for visual inspections	3	3/31/2009	yes	C_____ NC_____	yes_____ no _____	Summary of prioritized receiving waters
S5.C.3.c.ii	IDD&E	Field assessments of 3 high priority receiving waters	4	3/31/2010	yes	C_____ NC_____	yes_____ no _____	Summary of field assessments of receiving waters
S5.C.3.c.ii	IDD&E	On-going field assessments of high priority receiving waters	4	3/31/2010	yes	C_____ NC_____	yes_____ no _____	Summary of field assessments of receiving waters
S5.C.3.c.iii	IDD&E	Spills, improper disposal and complaint response procedures	4.5	3/31/2008	yes	C_____ NC_____	yes_____ no _____	Report status of establishing evaluation and response procedures
S5.C.3.c.iv	IDD&E	Procedures for tracing sources of illicit discharges	4.5	3/31/2008	yes	C_____ NC_____	yes_____ no _____	Report status of establishing procedures
S5.C.3.c.v	IDD&E	Procedures for removal of illicit discharges	4.5	3/31/2008	yes	C_____ NC_____	yes_____ no _____	Report status of establishing procedures
S5.C.3.d.i	IDD&E	Distribution of information to targeted audiences	4.5	3/31/2008	yes	C_____ NC_____	yes_____ no _____	Report status - combine with Education and Outreach report

Form 1: Annual Report Form for Western WA Phase II Cities, Towns and Counties

Reporting Period:_____

Condition Permit Reference	Program Component	Requirement	Deadline for completion (years)	Compliance Reporting Date	On-going reporting required?	Status	Status Report Attached	Content of Status Report Summary
S5.C.3.d.ii	IDD&E	Publicly list and publicize hotline	4.5	3/31/2008	yes	C_____ NC_____	yes_____ no _____	Report status - combine with Education and Outreach report
S5.C.3.e	IDD&E	Adopt procedures to evaluate and assess program	4.5	3/31/2008	yes	C_____ NC_____	yes_____ no _____	Report status
S5.C.3.f.i	IDD&E	Ensure responsible staff are trained	2.5	3/31/2009	yes	C_____ NC_____ NA_____	yes_____ no _____	Identify staff, name of training provided and dates
S5.C.3.f.ii	IDD&E	On-going training for all municipal field staff	3	3/31/2009	yes	C_____ NC_____ NA_____	yes_____ no _____	Identify staff, name of training provided and dates
S5.C.4	Controlling Runoff	Develop, implement and enforce a program	4.5	3/31/2008	yes	C_____ NC_____ NA_____	yes_____ no _____	Report status of program
S5.C.4.a	Controlling Runoff	Adopt ordinance or enforceable mechanism	2	3/31/2008	yes	C_____ NC_____ NA_____	yes_____ no _____	Report status of adoption
S5.C.4.b	Controlling Runoff	Develop permitting process with plan review and inspections	2	3/31/2008	yes	C_____ NC_____ NA_____	yes_____ no _____	Report status of permitting, review, inspection and enforcement program
S5.C.4.c	Controlling Runoff	O&M of permitted facilities and BMPs	2	3/31/2008	yes	C_____ NC_____ NA_____	yes_____ no _____	Summary of compliance activities, including inspections and enforcement actions
S5.C.4.c.i	Controlling Runoff	Adoption of O&M ordinance	2	3/31/2008	yes	C_____ NC_____ NA_____	yes_____ no _____	Summary of ordinance requirements, including inspections and enforcement actions

Form 1: Annual Report Form for Western WA Phase II Cities, Towns and Counties

Reporting Period:_____

Condition Permit Reference	Program Component	Requirement	Deadline for completion (years)	Compliance Reporting Date	On-going reporting required?	Status	Status Report Attached	Content of Status Report Summary
S5.C.4.c.ii	Controlling Runoff	Adoption of maintenance standards	2	3/31/2008	yes	C_____ NC_____ NA_____	yes_____ no _____	Summary of maintenance activities, including inspections and enforcement actions
S5.C.4.d	Controlling Runoff	Procedure for record keeping	4.5	3/31/2008	yes	C_____ NC_____ NA_____	yes_____ no _____	Summary of inspection and enforcement records
S5.C.4.e	Controlling Runoff	Provide copies of the Notice of Intent (NOI) for construction or industrial activities	4.5	3/31/2008	yes	C_____ NC_____ NA_____	yes_____ no _____	Summary of copies made available, dates and recipients
S5.C.4.f	Controlling Runoff	Staff training	1	3/31/2008	yes	C_____ NC_____ NA_____	yes_____ no _____	Identify staff, name of training provided and dates
S5.C.5	Pollution Prevention	Develop and implement an O&M program that includes training	3	3/31/2008	yes	C_____ NC_____ NA_____	yes_____ no _____	Report program status, identify staff, name of training provided and dates
S5.C.5.a	Pollution Prevention	Adopt maintenance standards by inspections	3	3/31/2008	yes	C_____ NC_____ NA_____	yes_____ no _____	Summary of types and dates of inspections
S5.C.5.b	Pollution Prevention	Annual inspection program for owned and operated stormwater control facilities	3	3/31/2008	yes	C_____ NC_____ NA_____	yes_____ no _____	Summary of types and dates of inspections
S5.C.5.c	Pollution Prevention	Spot checks after major storm events and repairs	3	3/31/2008	yes	C_____ NC_____ NA_____	yes_____ no _____	Summary of dates of inspections and repairs

Form 1: Annual Report Form for Western WA Phase II Cities, Towns and Counties

Reporting Period:_____

Condition Permit Reference	Program Component	Requirement	Deadline for completion (years)	Compliance Reporting Date	On-going reporting required?	Status	Status Report Attached	Content of Status Report Summary
S5.C.5.d	Pollution Prevention	Inspection and cleaning of catch basins and inlets	4.5	3/31/2008	yes	C_____ NC_____ NA_____	yes_____ no _____	Summary of dates of inspections and cleaning performed
S5.C.5.f	Pollution Prevention	Establish and implement practices to reduce stormwater impacts	3	3/31/2008	yes	C_____ NC_____ NA_____	yes_____ no _____	Summary of practices implemented to reduce stormwater impacts
S5.C.5.g	Pollution Prevention	Establish and implement policies to reduce stormwater impacts	3	3/31/2008	yes	C_____ NC_____ NA_____	yes_____ no _____	Summary of policies adopted to reduce stormwater impacts
S5.C.5.h	Pollution Prevention	Staff training	3	3/31/2008	yes	C_____ NC_____ NA_____	yes_____ no _____	Identify staff, name of training provided and dates
S5.C.5.i	Pollution Prevention	Develop and implement Stormwater Pollution Prevention Plan (SWPPP) for facilities	3	3/31/2008	yes	C_____ NC_____ NA_____	yes_____ no _____	Summary of SWPPPS prepared for facilities
S8.C.1.a & 2	Monitoring	Qualifying cities, towns and counties must identify monitoring sites	4.5	3/31/2010	yes	C_____ NC_____ NA_____	yes_____ no _____	Describe identified sites suitable for sampling mapped, with land-use delineations
S8.C.1.b & 2	Monitoring	Qualifying cities, towns and counties must prepare to conduct effectiveness monitoring	4.5	3/31/2010	yes	C_____ NC_____ NA_____	yes_____ no _____	Summary of monitoring plan with proposed questions and status of sites identified
S8.C.1.c & 2	Monitoring	Qualifying cities, towns and counties must prepare to evaluate effectiveness of BMPs	4.5	3/31/2010	yes	C_____ NC_____ NA_____	yes_____ no _____	BMPs and sites selected for effectiveness monitoring

Form 2: Annual Report Form for Western WA Phase II Secondary Permittees

Reporting Period:_____

Condition #	Program Component	Requirement	Deadline - years after date of coverage	Compliance Reporting Date	On-going reporting required?	Status	Status Report Attached	Content of Status Report Summary
S6. & S9	Stormwater Management Program (SWMP)	Annual written update of SWMP implementation (see column 9)	1	3/31/2008	yes	C_____ NC____	yes_____ no _____	Written documentation of SWMP as described in S9
S6.	SWMP	Fully develop and implement SWMP	180 days before expiration date	3/31/2008	yes	C_____ NC____	yes_____ no _____	Written documentation of SWMP as described in S9
S6.A	SWMP	Include coordination mechanisms in the SWMP	180 days before expiration date	3/31/2008	yes	C_____ NC____	yes_____ no _____	Summarize coordination mechanisms
S6.B	SWMP	Demonstrate legal authority for operations to control discharges	180 days before expiration date	3/31/2008	yes	C_____ NC____	yes_____ no _____	Summarize legal authorities
S6.C.1.a	Public Education and Outreach	Label and maintain 50% of storm drains owned or operated	3	3/31/2009	yes	C_____ NC____	yes_____ no _____	Summary of storm drain labeling activities
S6.C.1.a	Public Education and Outreach	Label and maintain all storm drains owned or operated	180 days before expiration date	3/31/2011	yes	C_____ NC____	yes_____ no _____	Summary of storm drain labeling activities

Form 2: Annual Report Form for Western WA Phase II Secondary Permittees

Reporting Period:_____

Condition #	Program Component	Requirement	Deadline - years after date of coverage	Compliance Reporting Date	On-going reporting required?	Status	Status Report Attached	Content of Status Report Summary
S6.C.1.b	Public Education and Outreach	Distribute educational information on impacts of stormwater	3	3/31/2010	yes	C_____ NC____ NA_____	yes_____ no _____	Summary of public education activities
S6.C.1.b.i-viii	Public Education and Outreach	Distribute educational information on i. - viii. as relevant	180 days before expiration date	3/31/2011	yes	C_____ NC____	yes_____ no _____	Summary of public education activities
S6.C.2.a	Public Involvement	Publish pubic notice for comments on SWMP	180 days before expiration date	3/31/2011	yes	C_____ NC____	yes_____ no _____	Summary of notice content, dates published and the name of the publication
S6.C.2.b	Public Involvement	Make SWMP and submittals available to public	180 days before expiration date	3/31/2011	yes	C_____ NC____ NA_____	yes_____ no _____	Confirm Annual Report and SWMP posted on website
S6.C.3.a	IDD&E	Comply with all relevant ordinances, rules and regs of local jurisdiction	0	3/31/2008	yes	C_____ NC____	yes_____ no _____	Status report of compliance with relevant ordinances
S6.C.3.b	IDD&E	Develop and adopt policies prohibiting illegal discharges and dumping	1	3/31/2008	yes	C_____ NC____	yes_____ no _____	Status report of policy development and adoption
S6.C.3.b	IDD&E	Identify enforcement mechanisms to ensure compliance with illicit discharge policies	1	3/31/2008	yes	C_____ NC____	yes_____ no _____	Status report of development and adoption of enforcement mechanisms

Form 2: Annual Report Form for Western WA Phase II Secondary Permittees

Reporting Period:_____

Condition #	Program Component	Requirement	Deadline - years after date of coverage	Compliance Reporting Date	On-going reporting required?	Status	Status Report Attached	Content of Status Report Summary
S6.C.3.b	IDD&E	Develop and implement an enforcement plan	1.5	3/31/2008	yes	C_____ NC____	yes_____ no _____	Status report of enforcement plan
S6.C.3.c	IDD&E	Map of MS4	180 days before expiration date	3/31/2008	no	C_____ NC____ NA_____	yes_____ no _____	Report on status, submit map only if requested
S6.C.3.d	IDD&E	Conduct annual field inspections on 1/3 of outfalls and visually inspect for illicit discharges	2	3/31/2008	yes	C_____ NC____ NA_____	yes_____ no _____	Summary report on inspections
S6.C.3.e	IDD&E	Develop and implement a spill response plan	180 days before expiration date	3/31/2008	yes	C_____ NC____ NA_____	yes_____ no _____	Summary report on plan and responses
S6.C.3.f.	IDD&E	Ensure responsible staff are trained	180 days before expiration date	3/31/2008	yes	C_____ NC_____ NA_____	yes_____ no _____	Identify staff, name of training provided and dates
S6.C.4.a	Construction Site Runoff Control	Comply with all relevant ordinances, rules and regs of local jurisdiction	0	3/31/2008	yes	C_____ NC____	yes_____ no _____	Status report of compliance with relevant ordinances
S6.C.4.b	Construction Site Runoff Control	Obtain necessary permits for construction or industrial activities	0	3/31/2008	yes	C_____ NC____	yes_____ no _____	Summary of permits obtained

Form 2: Annual Report Form for Western WA Phase II Secondary Permittees

Reporting Period:_____

Condition #	Program Component	Requirement	Deadline - years after date of coverage	Compliance Reporting Date	On-going reporting required?	Status	Status Report Attached	Content of Status Report Summary
S6.C.4.c	Construction Site Runoff Control	Coordinate with local jurisdictions on projects owned or operated which discharge to permittee's MS4	0	3/31/2008	yes	C_____ NC____	yes_____ no _____	Status report of coordination efforts
S6.C.4.d	Construction Site Runoff Control	Provide staff training in erosion and sediment control BMPs or hire trained contractors	0	3/31/2008	yes	C_____ NC____ NA_____	yes_____ no _____	Identify staff, name of training provided and dates
S6.C.4.e	Construction Site Runoff Control	Coordinate as requested to provide access for inspections	0	3/31/2008	yes	C_____ NC____ NA_____	yes_____ no _____	Summary of coordinated inspections
S6.C.5.a	Post-Construction Stormwater Management	Comply with all relevant ordinances, rules and regs of local jurisdiction	0	3/31/2008	yes	C_____ NC____	yes_____ no _____	Status report of compliance with relevant ordinances
S6.C.5.b	Post-Construction Stormwater Management	Coordinate with local jurisdictions on projects owned or operated which discharge to permittee's MS4	0	3/31/2008	yes	C_____ NC____	yes_____ no _____	Status report of coordination efforts
S6.C.5.c	Post-Construction Stormwater Management	Comply with Minimum Technical Requirements in Appendix 1	1	3/31/2008	yes	C_____ NC____	yes_____ no _____	Status report of compliance with Minimum Technical Requirements

Form 2: Annual Report Form for Western WA Phase II Secondary Permittees

Reporting Period:_____

Condition #	Program Component	Requirement	Deadline - years after date of coverage	Compliance Reporting Date	On-going reporting required?	Status	Status Report Attached	Content of Status Report Summary
S6.6.a	Pollution Prevention	Develop and implement an O&M program that includes record keeping	3	3/31/2008	yes	C_____ NC_____ NA_____	yes_____ no _____	Report summary of source control, inspection and maintenance activities, responses to spills and other incidents for all facilities
S6.6.b	Pollution Prevention	Obtain industrial stormwater permit coverage for facilities owned or operated as needed	0	3/31/2008	yes	C_____ NC____ NA_____	yes_____ no _____	Report summary of coverages obtained.
S6.6.b	Pollution Prevention	Provide training for staff working on stormwater operations	0	3/31/2008	yes	C_____ NC____ NA_____	yes_____ no _____	Identify staff, name of training provided and dates

Form 1.2: Expenditure Form for Western WA Phase II Cities, Towns and Counties

Reporting Period (calendar year):_____

Condition #	Program Component	Requirement	Provide direct and indirect cost assumptions, or describe data limitations.	Total Costs	Data Report Attached
S5.C.1.	Education and Outreach	Education and outreach for general audiences			____yes _____no
S5.C.2.	Public Involvement	Provisions for public involvement and review opportunities			____yes _____no
S5.C.3	IDD&E	IDD&E program development and implementation			____yes _____no
S5.C.4	Controlling Runoff	Develop, implement and enforce a program			____yes _____no
S5.C.5	Pollution Prevention	Develop/ implement an O&M program that includes training			____yes _____no
S8.C.1.a & 2	Monitoring	Identification of monitoring sites and planning			____yes _____no
Total expenditures					